1. Purpose and Objectives

The following guidelines are to be adopted by Associate Deans (Academic) in considering applications received after the relevant dates specified in PPL 3.50.02b Academic Withdrawal from Courses – Procedures and up to the date for finalisation of results for the semester in question.

2. Definitions, Terms, Acronyms

No entries for this document.
3. Guidelines Scope/Coverage

These guidelines are for use of Associate Deans (Academic) when considering applications to withdraw.

4. Guidelines Statement

The Academic Board has established guidelines for adoption by Associate Deans (Academic) when considering applications to withdraw from courses or programs on application by a student after the relevant dates specified in the Enrolment and Academic Progression Rules [4].

5. Guidelines for Considering Applications for Withdrawal without Academic Penalty

5.1 The following would normally constitute acceptable grounds for granting withdrawal without academic penalty:

- A serious health problem, or the onset of a chronic health problem since the dates set out in PPL 3.50.02b Academic Withdrawal from Courses – Procedures [6], as evidenced by medical certificates (e.g. car accident, hospitalisation/recovery from hospitalisation, chronic viral infection).
- Serious personal trauma as evidenced by medical certificates and/or personal declaration.
- Demonstrable change in personal circumstances since the dates set out in PPL 3.50.02b Academic Withdrawal from Courses – Procedures [6], as supported by personal declaration and other relevant material, (e.g., additional and unforeseen employment demands on a part-time student; severe financial stress; onset of severe illness in an immediate family member)
- Evidence that a commencing undergraduate student is having difficulty with the transition to University level studies or has made an incorrect program choice.

5.2 The following would not normally be acceptable grounds for granting withdrawal without academic penalty after the relevant date:

- Failure to prepare adequately for assessment requirements outside the circumstances outlined in Section 5.1.